



Defense Travel Management Office



F-205

CBA Reconciliation - Application



F-205 CLASS OVERVIEW

Topic:

CBA Reconciliation - Application

Time:

70 to 90 minutes

Target Audience:

Transportation Officers (TOs)
Centrally Billed Account Specialists
CBA Defense Travel Administrators

Pre-Requisites:

F-200 CBA Reconciliation – An
Overview



TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

If problem persists call the DISA Help Desk



ATTENDANCE CREDIT

ADOBE® CONNECT™



T-106 TAC & TraX Overview

SELECT: GUEST☒ Enter as a GuestName ☐ Enter with your login and password**ENTER:****▪FULL NAME****▪SERVICE or AGENCY INITIALS
ONLY****▪KEEP IT SIMPLE****EXAMPLES:****Lynn Green / USA****John Blue / USAF****Betty Silver / DISA****Dave Brown / USN****Barb Yellow / DFAS****Greg Orange / USMC*****IMPORTANT***

To be able to enter DCO Connect rooms, your machine must meet the following
1. Comply with DoD host conditions to ensure your certificates are up to date.

For a password reset or locked account problem, please email:
disa.columbus.esd.mbx.dco-account-reset@mail.mil

For all other issues email: disa.columbus.esd.mbx.gig-es-support@mail.mil

IMPORTANT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to the IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including but not limited to: penetration testing, COMINT, monitoring network operations and defense, personnel mail conduct (PMA), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using or data stored on this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

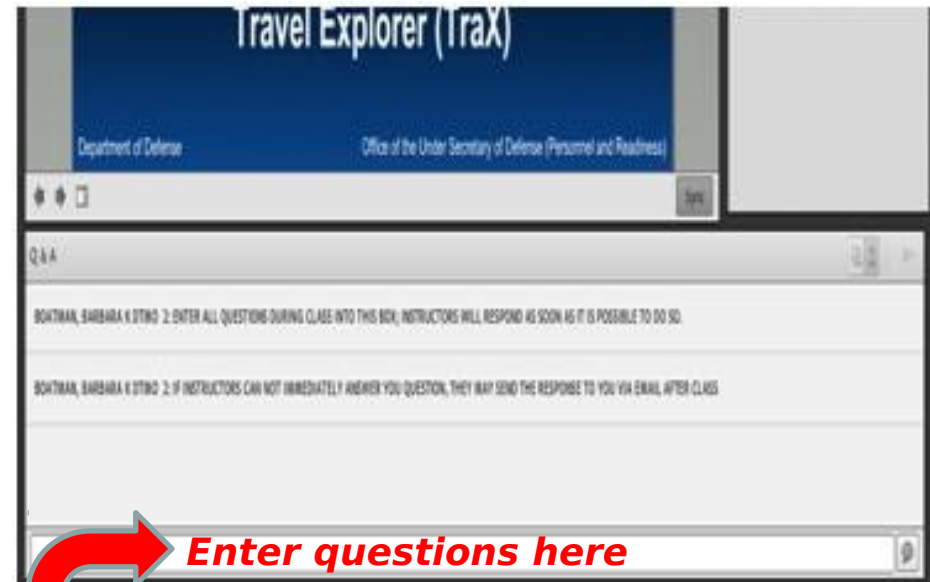
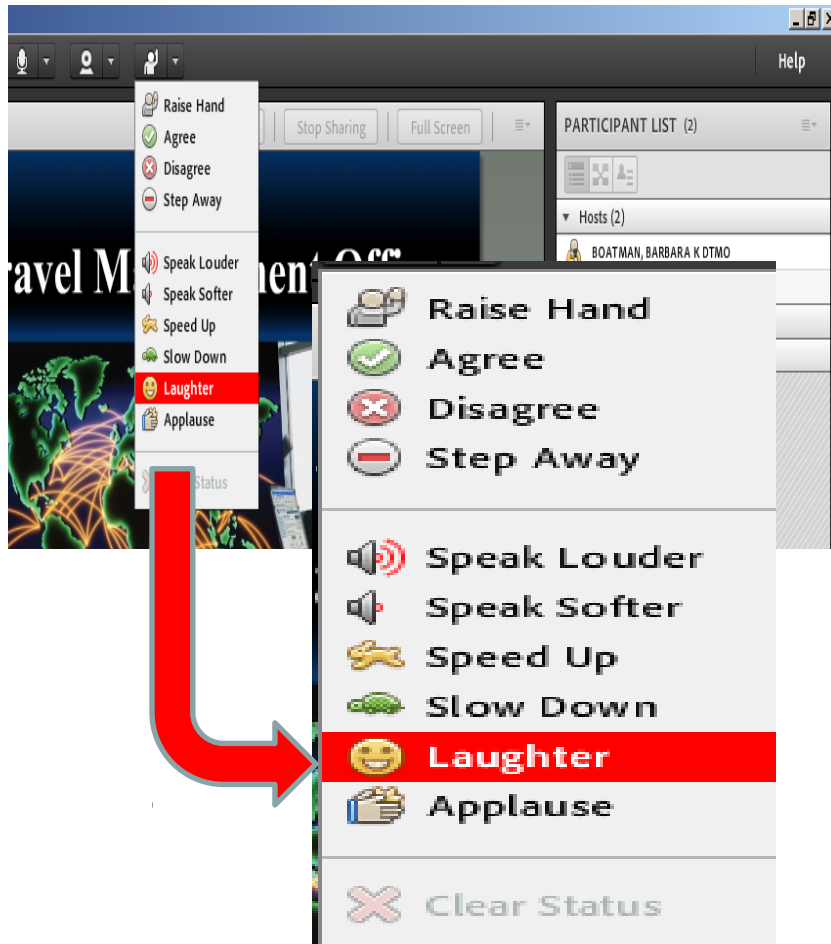
-This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigations searching or monitoring of the content of privileged communications, or work product related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Help](#)



COMMUNICATING IN CLASS



- **Use chat box for all questions**
- **Most answered during class**
- **Some need post class follow up**



TRAINING OBJECTIVES

Read-Only Access (ROA) module

CBA Reconciliation Module

- DTS matching criteria
- Review
 - Basic screens
 - CBA search tool
 - CBA reports
- CBA reconciliation scenarios

Travel Assistance Center



DTS HOME PAGE



Defense Travel System
A New Era of Government Travel

[Logoff](#)[Official Travel ▼](#)[Official Travel - Others ▼](#)[Traveler Setup ▼](#)[Reports ▼](#)[Administrative ▼](#)[ROA ▼](#)[CBA](#)

Welcome Terry T Carson

Organization: TDZKMB

Org Access: TDZKMB

Group Access: (All)

Permission: 0,4

[Reset Profile](#)

Message Center


Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			



READ-ONLY ACCESS: INVOICES



Defense Travel System

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Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼ Reports ▼ Administrative ▼ ROA ▼ CBA

Invoices

Trip

[Click Here](#)

Welcome Terry T Carson

Organization: TDZKMB

Org Access: TDZKMB

Group Access: (All)

Permission: 0,4

Reset Profile

Message Center

Documents Awaiting Your

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			



ROA - INVOICES SEARCH



Read Only Access - Invoices

User Name: ANN R BARKLEY

Organization: HRA-DTMO

Run Date: Friday, August 7, 2009 05:14:43 PM

Search

Search For:	Organization	DA6006H0MIC
	Traveler Last Name:	DA6006H0MIC
	*CBA Transaction Account #:	DA6006H0MICAPG
		DA6006H0MICAPH
		DA6006H0MICARC
	CCV Invoice #:	DA6006H0MICARCBUC
		DA6006H0MICARCDIX
	TANUM:	DA6006H0MICARCEAS
		DA6006H0MICARCNOR
	Ticket #:	DA6006H0MICARCSOU
		DA6006H0MICARCWES
	Voucher #:	DA6006H0MICASG
	*CCV Invoice Date Range:	DA6006H0MICBEL
		DA6006H0MICBEN
		DA6006H0MICBLI
	Report Type:	DA6006H0MICBRA
		DA6006H0MICCAM
	Invoice Type (CBA/CCV):	DA6006H0MICCAR
		DA6006H0MICCBS
		DA6006H0MICCIO
		DA6006H0MICCMT
		DA6006H0MICCOS
		DA6006H0MICCSE
		DA6006H0MICDPG
		DA6006H0MICDRM
		DA6006H0MICDRU
		DA6006H0MICEIO
		DA6006H0MICEIOMCP
		DA6006H0MICEIOMRO

0 characters)

s)

(up to 30 characters)

/2009 (Click Calendar)

Search at least one parameter option



ROA - INVOICES SEARCH

Read Only Access - Invoices

User Name: TERRY CARSON

Organization: TDZKMB

Run Date: Friday, August 7, 2009 05:02:14 PM

Search

Search For:

Organization

DD14DHRAHQ



Traveler Last Name:

(20 characters)

*CBA Transaction Account #:

4999000000009999



CCV Invoice #:

(13 digits)

TANUM:

(16 characters)

Ticket #:

(up to 30 characters)

Voucher #:

(8 characters)

*CCV Invoice Date Range: From:

08/07/2009



To:

08/07/2009



(Click Calendar)

Search
at least one
parameter
option

Report Type:

Invoice Summary



Invoice Type (CBA/CCV):

Both



Search



ROA - REPORT TYPE



Read Only Access - Invoices

User Name: TERRY CARSON

Organization: TDZKMB

Run Date: Friday, August 7, 2009 05:02:14 PM

[Sign Out](#)

Search

Search For:

Organization

DD14DHRAHQ

Traveler Last Name:

(20 characters)

*CBA Transaction Account #:

4999000000009999

CCV Invoice #:

(13 digits)

TANUM:

(16 characters)

Ticket #:

(up to 30 characters)

Voucher #:

(8 characters)

*CCV Invoice Date Range: From:

08/07/2009



To:

08/07/2009



(Click Calendar)

Search
at least one
parameter
option

Report Type:

Invoice Summary

Invoice Type (CBA/CCV):

Invoice Summary

Transaction Summary

Transaction Detail

Search



ROA - INVOICES SEARCH



Read Only Access - Invoices

User Name: TERRY CARSON

Organization: TDZKMB

Run Date: Friday, August 7, 2009 05:02:14 PM

Search

Search For:

Organization: DD14DHRAHQ

Traveler Last Name: (20 characters)

*CBA Transaction Account #: 4999000000009999

CCV Invoice #: (13 digits)

TANUM: (16 characters)

Ticket #: (up to 30 characters)

Voucher #: (8 characters)

*CCV Invoice Date Range: From: 08/07/2009 To: 08/07/2009 (Click Calendar)

Search
at least one
parameter
option

Report Type: Invoice Summary

Invoice Type (CBA/CCV): Both

Both
CBA
CCV

Search



ROA - INVOICES REPORT



Read Only Access - Invoices

User Name: TERRY CARSON

Organization: TDZKMB

Run Date: Friday, August 7, 2009 05:02:14 PM

[Sign Out](#)

Invoice Summary

[New Search](#)

1 - 5 of 14

[Next](#) >

CCV Invoice #:	999999999999	Invoice Transactions:	Quantity	Amount
Invoice Created:	12/18/2008	Total:	3	\$603.53
Invoice Period End:	12/17/2008	Matched:	3	\$603.53
DTS Received:	12/18/2008	Unmatched:	0	\$0.00
DTS Reconciled:	12/18/2008	Disputed:	0	\$0.00
CBA Transaction Account #:	499900000009999	Suspended:	0	\$0.00
CBA Prompt Pay Start:	12/18/2008	Invoice Status:	Sent to DEBX	


CCV Invoice #:	999999999999	Invoice Transactions:	Quantity	Amount
Invoice Created:	02/15/2009	Total:	0	\$0.00
Invoice Period End:	02/15/2009			
DTS Received:	02/15/2009			
DTS Reconciled:	05/12/2009			
CBA Transaction Account #:	499900000009999			
CBA Prompt Pay Start:	02/18/2009			

VIEW INVOICES:

- Not yet in CBA module
- Received : NOT auto-reconciled
- Received: Auto-reconcile COMPLETE



ROA - DOCUMENTS



Defense Travel System

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Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼ Reports ▼ Administrative ▼ ROA ▼ CBA

Invoices

Trip

Click Here

Welcome Terry T Carson

Organization: TDZKMB

Org Access: TDZKMB

Group Access: (All)

Permission: 0,4

Reset Profile

Message Center

Documents Awaiting Your

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			



ROA - SEARCH CRITERIA


Logged In As: ANN R.BARKLEY

Screen ID: 1007.1

[Close Window](#)

[Help for this screen](#)

(ROA)

**Defense Travel System**
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Traveler Lookup

Use the search function below to find the traveler you wish to select.

Search By Organization

Organization:

- OR -

Search By Social Security Number

Traveler SSN:

- OR -

Search By Traveler Name

Last Name:

First Name:

- OR -

Search By TANUM

TANUM:

Search Results

Search Results for **Search Criteria**. Select one of the following:

Name	SSN	Select
ALLISON, KENNETH	XXXXXX1007	select
ALLISON, KENNETH	XXXXXX0513	select
ALLISON, KENNETH	XXXXXX2130	select
ALLISON, KENNETH	XXXXXX5343	select
ALLISON, KENNETH	XXXXXX7995	select



ROA - VIEW/PRINT DOCUMENTS

Logged In As: [ANN R BARKLEY](#)

Screen ID: 1001.1

[Close Window](#)Traveler Name: [PAUL A JONES](#)

Document Type: Authorization (ROA)

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[View Vouchers](#)[View Local Vouchers](#)[View Group Authorizations](#)

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

> [Return To ROA Traveler Lookup](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View	Print
PJFORTLAUDERD081709_A01-01	08/16/09	CTO AMENDMENT	0VX6RJ	> view	> print
PJFTPOLKLA021208_A01-01	02/12/08	ARCHIVE SUBMITTED	055GAR	> view	> print
PJFTLEAVENWOR101506_A01-02	10/15/06	PROCESSED	0PQH6Z	> view	> print
PJBRUSSELSBEL013105_A01-01	01/31/05	AUTH 24 HOUR PASSED	0043RY	> view	> print
PJBRUSSELSBEL013105_A02	01/31/05	ARCHIVE ACCEPTED	005E93	> view	> print



ROA - TRIP PREVIEW

Expenses

Non-Mileage:

	No.	Expense Type	Date	Cost	Method Of Reimbursement
View	1.	Hotel Sales Tax	02/15/08	\$60.00	Personal
Total:				\$60.00	

Mileage:

	No.	Expense Type	Date	Cost	Method Of Reimbursement	Miles
View	1.	Pvt Auto-Terminal	02/12/08	\$14.55	Personal	30
View	2.	Pvt Auto-Terminal	02/16/08	\$14.55	Personal	30
Total:				\$29.10		

Per Diem Entitlements

Lodging M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
View	02/12/08	02/16/08	\$280.00	\$175.50

Accounting Summary

Actual/Estimate

Accounting Code:

08 MVA4 PD [View](#)

COM. CARR.-I:

\$451.50

Allowed

Accounting Code:

08 MVA4 PD [View](#)
SDN: 055GAR

COM. CARR.-I:

\$451.50



CBA MODULE ACCESS



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[Logoff](#)[Official Travel ▼](#)[Official Travel - Others ▼](#)[Traveler Setup ▼](#)[Reports ▼](#)[Administrative ▼](#)[ROA ▼](#)[CBA](#)

Welcome Terry T Carson

Organization: TDZKMB

Org Access: TDZKMB

Group Access: (All)

Permission: 0,4

[Reset Profile](#)

Message Center

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
---------------	----------------	----------------	------

No documents found.



MATCHING CRITERIA

One of the following sets must match:

- ☐ Ticket cost and TANUM
- ☐ Ticket cost, ticket number, and billing date
- ☐ Ticket cost, ticket number, and traveler name
- ☐ Ticket cost, billing date, and traveler name


AND

The DTS Trip Record must have:

- ☐ Travel date +/- 180 days of ticket date
- ☐ Method of reimbursement set to CBA
- ☐ Positive acknowledgement from accounting system
- ☐ Ticket number cannot equal: "See Attached Ticket"



OPEN INVOICES SCREEN

**Defense Travel System**
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Screen ID: 3100.1
[CBA Home](#) | [Help for this screen](#) | [Logout](#)

Centrally Billed Account

CBA Search Invoices: Transactions: [Compliance Report](#)

Open Invoices Summary

Awaiting Certification (1)

CBA Account Label	CBA Transaction Account #	Days since PPA Start	Invoice #	Invoice Summary	Certify Invoice
TDZKMB DTS CBA	4999000000009999	58	0002122100006	View	Certify

Awaiting Acknowledgement (3)


CBA Account Label	CBA Transaction Account #	Days since PPA Start	Invoice #	Invoice Summary	Acknowledge Invoice
TDZKMB DTS CBA	4999000000009999	90	I005768609133	View	Acknowledge
TDZKMB DTS CBA	4999000000009999	147	I00580640976	View	Acknowledge
TDZKMB DTS CBA	4999000000009999	198	I00583120924	View	Acknowledge

Unmatched Invoices (141)

CBA Account Label	CBA Transaction Account #	Days since PPA Start	Invoice #	Invoice Summary	Transaction Summary
TDZKMB DTS CBA	4999000000009999	242	I005899908343	View	View
TDZKMB DTS CBA	4999000000009999	240	I005799108349	View	View
TDZKMB DTS CBA	4999000000009999	237	I005809808353	View	View



TRANSACTION SUMMARY

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[CBA Home](#) | [Help for this screen](#) | [Log](#)

Centrally Billed Account

[CBA Search](#) Invoices: Transactions: [Compliance Report](#)

Transaction Summary

Invoice #: I006065611166 [Invoice Status History](#) [Refresh Summary](#) CBA Transaction Account #: 4999000000009999

[1-10](#) [11-20](#) [21-30](#) [31-40](#) [41-50](#) [51-60](#) [61-70](#) [71-80](#) [81-90](#) [91-97](#)
1 - 10 of 97

CBA Invoice #:	I006065611166	CBA Transaction Account #:	4614270000	Transaction Classification:	Matched Fee
Original Invoice #:	0001385900011	Traveler Name:		Traveler SSN:	XXX-XX-8895
Ticket #:	8902686272752	TANUM:	1512BK	Ticket Amt:	\$14.50
Approving Official:		Prompt Pay Start:	06/16/2011	Voucher #:	87846
Days since PPA Start:	32	AOP Date:		Transaction Status:	Matched

CBA Invoice #:	I006065611166	CBA Transaction Account #:	4614270000	Transaction Classification:	Matched Fee
Original Invoice #:	0001385900011	Traveler Name:		Traveler SSN:	XXX-XX-9412
Ticket #:	8902254892512	TANUM:	150Q3A	Ticket Amt:	\$14.50
Approving Official:		Prompt Pay Start:	06/16/2011	Voucher #:	87846
Days since PPA Start:	32	AOP Date:		Transaction Status:	Matched


[1-10](#) [11-20](#) [21-30](#) [31-40](#) [41-50](#) [51-60](#) [61-70](#) [71-80](#) [81-90](#) [91-97](#)
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[Return to Previous Screen](#)



CBA SEARCH TOOL

Screen ID: 3050.1

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[CBA Home](#) | [Help for this screen](#) | [Logout](#)

Centrally Billed Account

[CBA Search](#) Invoices: Transactions: [Compliance Report](#)

Search Report Criteria

Report Type:

Invoice Status:

*) Indicates a field is required

* CBA Transaction Account #:

Invoice #:
Voucher #:

* Invoice Date Range: From: To: (MM/DD/YYYY)



INVOICE SUMMARY REPORT



Defense Travel System
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Screen ID: 3050.1

[CBA Home](#) | [Help for this screen](#) | [Logout](#)**Centrally Billed Account**[CBA Search](#) Invoices: Transactions: [Compliance Report](#)

Search Report Criteria

Report Type:

Invoice Status:

- All
- Unmatched
- Matched
- Awaiting Acknowledgement
- Acknowledged
- Awaiting Certification
- Locked
- Certified
- Sent to Vendor Pay
- Sent to Archive
- Archive Accepted
- Rejected

*) Indicates a field is required

* CBA Transaction Account #:

Invoice #:

Voucher #:

* Invoice Date Range:

From: To: 

(MM/DD/YYYY)



INVOICE SUMMARY REPORT



Defense Travel System
A New Era of Government Travel

Screen ID: 3101.1

[CBA Home](#) | [Help for this screen](#) | [Logout](#)**Centrally Billed Account**[CBA Search](#) Invoices: Transactions: [Compliance Report](#)

Invoice Summary

< [Previous](#)

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[Next](#) >

Invoice #:	100589990165	Invoice Transactions:	Quantity	Amount
Invoice Created:	06/14/2011	Total:	354	\$124,677.48
Invoice Period End:	06/14/2011	Matched:	104	\$42,682.40
DTS Retrieved:	06/14/2011	Unmatched:	250	\$81,995.08
DTS Reconciled:	07/15/2011	Disputed:	0	\$0.00
CBA Transaction Account #:	4999000000009999	Suspended:	2	\$(1,373.80)
CBA Prompt Pay Start:	06/16/2011	Held:	2	\$61.00
Acknowledgement:	NA	Invoice Status:	Auto Reconciled	
		Invoice Certification:	NA	

Invoice #:	100589990165	Invoice Transactions:	Quantity	Amount
Invoice Created:	06/14/2011	Total:	354	\$124,677.48
Invoice Period End:	06/14/2011	Matched:	104	\$42,682.40
DTS Retrieved:	06/14/2011	Unmatched:	250	\$81,995.08
DTS Reconciled:	07/15/2011	Disputed:	0	\$0.00
CBA Transaction Account #:	4999000000009999	Suspended:	2	\$(1,373.80)
CBA Prompt Pay Start:	06/16/2011	Held:	2	\$61.00
Acknowledgement:	NA	Invoice Status:	Auto Reconciled	
		Invoice Certification:	NA	



TRANSACTION SUMMARY REPORT

Screen ID: 3050.1
[CBA Home](#) | [Help for this screen](#) | [Logout](#)

Centrally Billed Account

CBA Search Invoices:

Report Type:
Transaction Status:
Traveler First Name:
Traveler Last Name:
Traveler SSN:
* CBA Transaction Account #:
Invoice #:
TANUM:
Ticket #:
* Invoice Date Range:

Matched All
Unmatched All
Hold
Disputed
Closed
Suspended
Duplicate
Matched Debit
Matched Credit
Matched Refund
Matched Fee
Netted Debit
Pending Credit
Pending Refund
Pending Fee Credit
Fee Credit
Advanced Credit
Previously Applied Credit
Wash Credit
Wash Debit
Unmatched Debit
Unmatched Credit
Unmatched Fee
Unmatched Refund
Amendment Pending
Amendment Returned
Manual Advanced Credit
Manual Prev Appl Credit
PPA Interest
Credits Not Received

Transactions: Select **Compliance Report**

Report Criteria

*) Indicates a field is required

From: 05/14/2008 To: 08/14/2009 (MM/DD/YYYY)

Get Report



TRANSACTION SUMMARY REPORT

Unmatched Transaction Summary

Invoice #:

[Refresh Summary](#)

CBA Transaction Account #:

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[Next](#) >

CBA Invoice #:	0016329009999	CBA Transaction Account #:	4999000000009999	Transaction Classification:	Amendment Pending
Original Invoice #:	00163290009999	Traveler Name:	BARNES/CHRISTOP	Traveler SSN:	XXX-XX-9999
Ticket #:	0067045527037	TANUM:	0QPW0Q	Ticket Amt:	\$713.90
Approving Official:	BRUCE T BENNETT	Prompt Pay Start:	09/20/2008	Voucher #:	
Days since PPA Start:	233	AOP Date:		Transaction Status:	Amendment Pending
Group Detail					
CBA Invoice #:	I022680009999	CBA Transaction Account #:	4999000000009999	Transaction Classification:	Unmatched Debit
Original Invoice #:	00163290009999	Traveler Name:	ANDERSON/ROBERT A	Traveler SSN:	XXX-XX-9999
Ticket #:	0167073558482	TANUM:	0R3L0Q	Ticket Amt:	\$934.42
Approving Official:		Prompt Pay Start:	09/20/2008	Voucher #:	
Days since PPA Start:	140	AOP Date:		Transaction Status:	Unmatched
CBA Invoice #:	I022680009999	CBA Transaction Account #:	4999000000009999	Transaction Classification:	Unmatched Debit
Original Invoice #:	00163290009999	Traveler Name:	JACKSON/ERIC R	Traveler SSN:	
Ticket #:	0167070748368	TANUM:		Ticket Amt:	\$787.45
Approving Official:		Prompt Pay Start:	09/20/2008	Voucher #:	
Days since PPA Start:	140	AOP Date:		Transaction Status:	Unmatched



#1: UNMATCHED TRANSACTION

[CBA Search](#) [Invoices: Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) [Transactions: Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

Open Transaction Detail

Invoice #: I023605607352

Record 1 of 1

CBA Transaction Account #: 461427000022

Invoice Period Start: 12/18/2008

Days since PPA Start: 55

CBA Transaction Account #: 448616000023

Invoice Period End: 12/18/2008

Voucher #:

Reference #: 24792627348246900355340

Prompt Pay Start: 12/18/2008

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 0016847000014

Approving Official:

LOA: 033

Traveler Name: REEVES/TERENCE.W

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0167182485942	\$762.79	
DTS >	0R05	0167182485942	\$762.79	\$0.00
	Reconcile by TANUM	Reconcile by Ticket		

Transaction Status: Unmatched

Remarks:

Save

Transaction Classification: Unmatched Debit

Reason for Unmatch:

Reason Unable to Amend: CCV Ticket Number Same As DTS Ticket Number And CCV Ticket Amount Same As DTS Ticket Amount


Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA



UNMATCHED TRANSACTION

**Defense Travel System**
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Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼ Reports ▼ Administrative ▼ ROA ▼ CBA DMM ▼

Welc
Organ

Authorizations/Orders
Vouchers
Local Vouchers
Group Authorizations/Orders

Org Access: (All)
Group Access: (All)
Permission: 0,1,3,4,5,6,7,9

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Please remember to use the printed fax cover sheet attained from your DTS document and to include the "1" when dialing the toll free number to fax receipts and other substantiating documents.



UNMATCHED: Traveler Lookup



Defense Travel System
A New Era of Government Travel

Traveler Lookup

Use the search function below to find the traveler.

Search By Social Security Number

→ Traveler SSN:

Search

- OR -

Search By Traveler Name

→ Last Name:

→ First Name:

Search

- OR -

Search By TANUM

→ TANUM:

Search

Search Results

Search Results

Search Results for ORO5 . Select one of the following:

Name	SSN	Select
REEVES, TERENCE	XXXXXX	select



TRAVELER DOC LIST

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

» [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
TRCOLUMBUSOH013108_V01	01/31/09	ARCHIVE IMAGE ACCEPT	052X	» view	» print	» remove	» amend
TRPHILADELPHI012908_V01	01/29/09	ARCHIVE IMAGE ACCEPT	0525	» view	» print	» remove	» amend
TRCORPUSCHRIS011308_V01	01/12/09	ARCHIVE IMAGE ACCEPT	0RWF	» view	» print	» remove	» amend
TRMINNEAPOLIS120407_V01-01	12/04/08	CREATED	0RO5	» edit	» print	» remove	
↑ TRMINNEAPOLIS120407_V01		ARCHIVE IMAGE ACCEPT		» view	» print		
TRSAVANNAHGA112607_V01	11/26/08	ARCHIVE IMAGE ACCEPT	0RR9	» view	» print	» remove	» amend
TRHUNTSVILLEA110507_V01	11/05/08	ARCHIVE IMAGE ACCEPT	0RNJ	» view	» print	» remove	» amend
TRPHILADELPHI102207_V01	10/22/08	ARCHIVE IMAGE ACCEPT	0RKI	» view	» print	» remove	» amend
TRPENSACOLAFL101507_V02	10/15/08	ARCHIVE IMAGE ACCEPT	0RIH	» view	» print	» remove	» amend
TRCORPUSCHRIS100207_V01	10/02/08	ARCHIVE IMAGE ACCEPT	0RGK	» view	» print	» remove	» amend



METHOD OF REIMBURSEMENT

Comm Air (Indiv Bill): Edit	Type:	CP - Comm Air (Indiv Bill)
	Fare:	\$762.79
	Depart:	04-Dec-08
	Method of Reimbursement:	GOVCC-Individual
	Ticket:	0167182485942

Rental Car: Edit	Company:	Advantage Rent-A-Car	Comments to the Travel Agent:
	En Route:	No	
	Cost:	\$189.52	
	Location:	MSP St Paul International Airport	
	Pick-Up:	04-Dec-08 9:00AM	
	Drop-Off:	07-Dec-08 12:00PM	
	Method of Reimbursement:	GOVCC-Individual	
	Confirmation:	8390032488RZ	
	Restrictions:	Daily \$18.00USD,Extra Hour \$15.00USD,Extra Day \$18.00USD,Unlimited Miles	



UNMATCHED TRANSACTION

Why reimbursement method changed

- Itinerary change
- Ticket purchase location
- Adjustment Error
- Attempt to defraud government



UNMATCHED TRANSACTION

Change the reimbursement method back to approved method: Centrally Billed Account

If reimbursement received, changing method causes:

- Due U.S. situation
- Traveler required to reimburse government



#2: VOUCHER NOT APPROVED

Open Transaction Detail

Invoice #: I0240652082

Record 57 of 159

CBA Transaction Account # 4614270000024

< Previous

Next >

Invoice Period Start: 01/02/09

Days since PPA Start: 38

CBA Transaction
Account #: 4614270000024

Invoice Period End: 01/02/0

Voucher #:

Reference #: 24492798002444081435549

Prompt Pay Start: 01/02/09

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 0017031000007

Approving Official: GEORGE FUENTES

LOA: 028

Traveler Name: C07098528120 STRATTO

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		4062008436709	\$20.55	
DTS >	0RV	4062008436709a	\$20.55	\$0.00
	Reconcile by TANUM	Reconcile by Ticket		

Transaction Status: Unmatched

Remarks:

Save

Transaction Classification: Unmatched Debit

Reason for Unmatch: Voucher has not been approved

Reason Unable to Amend: Document has not been approved


Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA



DIGITAL SIGNATURE SCREEN

**Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Status	Date	Time	Name	Remarks
CREATED	02/09/09	1453	JASON I KIM	CBA Sato Fee
T-ENTERED	02/09/09	1454	JASON I KIM	CBA Sato Fee
ADJUSTED	02/09/09	1454	JASON I KIM	
AUDIT PASS	02/09/09	2023	GEORGE FUENTES	
AUDIT PASS	02/09/09	2023	GEORGE FUENTES	
ADJUSTED OBLIGATION	02/09/09	2023	GEORGE FUENTES	Trip #1 DA240ARC088416980BN 08 416THAIR980 2008 QTR: 2 20.55
APPROVED	02/09/09	2023	GEORGE FUENTES	
PAY LINK	02/09/09	2024	Pay Mod Generated	Document data-linked to Payment Module
OBLIG SUBMITTED	02/09/09	2025	Pay Mod Generated	By XML Proc View Awaiting Details
POS ACK RECEIVED	02/11/09	1541	Pay Mod Generated	
VOUCHER SUBMITTED	02/11/09	1542	Pay Mod Generated	By XML Proc
PAID	02/12/09	2041	Pay Mod Generated	DOV Number: T5976051 Disbursing Station Number: 3801 Trace/Check Number: 208043M225 Total Payment Amount: \$0.00 Amount Paid to Traveler: \$0.00 AMT Paid to GOVCC: \$0.00 Payment Effective Date: February 13, 2008
ARCHIVE SUBMITTED	02/12/09	2044	Pay Mod Generated	By XML Proc
ARCHIVE ACCEPTED	02/12/09	2048	Pay Mod Generated	



#2 VOUCHER NOT APPROVED

[CBA Search](#) [Invoices: Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) [Transactions: Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

Open Transaction Detail

Invoice #: I0240652082

Record 49 of 139

CBA Transaction Account #: 4614270000024

[< Previous](#)[Next >](#)

Invoice Period Start: 01/02/2009

Days since PPA Start: 40

CBA Transaction Account #: 4614270000024

Invoice Period End: 01/02/2009

Voucher #:

Reference #: 24492797346444081208315

Prompt Pay Start: 01/04/2009

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 0017031000007

Approving Official: MOSES G WEARING

LOA: 028

Traveler Name: DL7096510249 YAFANAR

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		4062008411375	\$20.55	
DTS >	<input type="text" value="0RU5"/>	<input type="text" value="4062008403193"/>	\$0.00	\$20.55
	Reconcile by TANUM	Reconcile by Ticket		

Transaction Status: [Unmatched](#)

Remarks:

[Save](#)

Transaction Classification: Unmatched Debit

Reason for Unmatch: The ticket has been removed from the document

Reason Unable to Amend:

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA

[< Previous](#)[Next >](#)[Return to Previous Screen](#)



#2 VOUCHER NOT APPROVED

Information

- Reconciliation process is completed, please check the transaction status below

Open Transaction Detail

Invoice #: I0240652082	Record 1 of 1	CBA Transaction Account #: 4614270000024
Invoice Period Start: 01/02/09	Days since PPA Start: 41	CBA Transaction Account #: 4614270000024
Invoice Period End: 01/02/09	Voucher #:	Reference #: 24492798002444081435549
Prompt Pay Start: 01/04/09	AOP Date:	Conversion Rate: 1.0
Original Invoice #: 0017031000007	Approving Official: GEORGE FUENTES	
LOA: 028013^21^2008^2080^0000^^24^2441^^^113R0500000^^ARP2^^21T1^5RZ629^295RZ6^^^028013^^^^^^		
Traveler Name: CO7098528120 STRATTO		Traveler SSN: XXX-XX-9130

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		4062008436709	\$20.55	
DTS >	0RVTS5G	4062008436709a	\$20.55	\$0.00

Transaction Status: Matched ▼

Remarks:

Save

Transaction Classification: Matched Debit

Reason for Unmatch:

Reason Unable to Amend: Matched Transaction



#3 TICKET REMOVED

[CBA Search](#) [Invoices: Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) [Transactions: Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

Open Transaction Detail

Invoice #: I0240652082

Record 49 of 139

CBA Transaction Account #: 4614270000024

< Previous

Next >

Invoice Period Start: 01/02/2009

Days since PPA Start: 40

CBA Transaction Account #: 4614270000024

Invoice Period End: 01/02/2009

Voucher #:

Reference #: 24492797346444081208315

Prompt Pay Start: 01/04/2009

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 0017031000007

Approving Official: MOSES G WEARING

LOA: 028

Traveler Name: DL7096510249 YAFANAR

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		4062008411375	\$20.55	
DTS >	0RU5	4062008403193	\$0.00	\$20.55
	Reconcile by TANUM	Reconcile by Ticket		

Transaction Status: Unmatched

Remarks:

Save

Transaction Classification: Unmatched Debit

Reason for Unmatch: The ticket has been removed from the document

Reason Unable to Amend:

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA

< Previous

Next >

[Return to Previous Screen](#)



#3 TICKET REMOVED

Ticket List

TANUM: 0RU5

CCV Ticket Amount:

\$20.55

Please select a ticket to proceed with reconciliation

Ticket #	Traveler Name	SSN	Trip #	Travel Date	Amount
0067096510053	YAFANARO, TONI	XXX-XX-	1	12/10/2008	\$484.80
0067096510249	YAFANARO, TONI	XXX-XX-	1	12/10/2008	\$242.40
4062008403193	YAFANARO, TONI	XXX-XX-	1	12/13/2008	\$20.55
4062008411375	YAFANARO, TONI	XXX-XX-	1	12/13/2008	\$20.55
HTXHBD-CP	YAFANARO, TONI	XXX-XX-	1	12/10/2008	\$484.80
See Attached Ticket 1	YAFANARO, TONI	XXX-XX-	1	12/13/2008	\$0.00

Cancel

* Non-CBA Ticket



#3 TICKET REMOVED

Air Travel:

[View](#)

Carrier: Delta Air Lines Inc. (DL)
Flight: 4689
Fare: \$242.40
Airport Passenger facility charge included in ticket price.
Facility Charge: \$9.00
Depart: TOL-Toledo, OH (USA)
10-Dec-07 1:50PM
Arrive: ATL-Atlanta, GA (USA) (Hartsfield
Int'l.
10-Dec-08 3:40PM
Method of
Reimbursement: Central Bill
Confirmation: DCDL*DH1XHU
Ticket: 0067096510249

Comments to the Travel Agent:

CBA SATO FEE:

[View](#)

Type: CP-C - Comm Air (Central Bill)
Fare: \$20.55
Depart: 13-Dec-08
Method of
Reimbursement: Central Bill
Ticket: 4062008403193



#3 TICKET REMOVED

[View Authorizations / Orders](#)[View Local Vouchers](#)[View Group Authorizations](#)

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

There are no Authorizations/Orders available to create Vouchers from

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
TYCLEVELANDOH020208_V01	02/02/09	ARCHIVE IMAGE ACCEPT	051	> view	> print	> remove	> amend
TYFTGILLEMGA121007_V01-02	12/10/08	ARCHIVE ACCEPTED	ORU5	> view	> print	> remove	> amend
TYSHARONVILLE112807_V01	11/28/08	ARCHIVE ACCEPTED	ORSN	> view	> print	> remove	> amend
TYINDIANTOWNG110407_V01	11/03/08	ARCHIVE IMAGE ACCEPT	ORNN	> view	> print	> remove	> amend



#3 TICKET REMOVED

Logged In As: Jameel L Daniels

Document Name: TYFTGILLEMGA 121008_V01-02 Screen ID: 1004.1

[Close Window](#)Traveler Name: TONI M YAFANARO

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel

Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: YAFANARO,T

Traveler SSN: XXXXX

Amendment Name: TYFT

Comments:


Adding unpaid CTO fee/Airlince tickets
charged to CBA

OK

Cancel



#3 TICKET REMOVED

**Defense Travel System**
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[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[Print Document](#)

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement

Reference Information

Reference:

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	Air Comments: ***** YOUR TICKET WILL BE ISSUED UPON RECEIPT OF AUTHORIZATION/APPROVAL THREE BUSINESS DAYS PRIOR. . PROOF OF TICKETING CAN BE FOUND ON YOUR E-INVOICE WHICH IS EMAILED APPROX 3 DAYS PRIOR TO DEPARTURE E-INVOICE WILL HAVE **TICKET INVOICE** INDICATED IN THE SUBJECT LINE OF YOUR EMAIL. *****

Windows Internet Explorer



Any changes or additions in reservations or method of reimbursements (MOR) must be stamped SIGNED to transmit to the CTO.

[OK](#)



#3 TICKET REMOVED

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A **Red Star (*)** indicates a field is required.

* Type:	<input type="text" value="Comm Air (Central Bill)"/>
* Description:	<input type="text" value="Comm Air (Central Bill)"/>
* Ticket No:	<input type="text" value="4062008411375"/>
* Ticket Value:	<input type="text" value="20.55"/>
Cost: (If different from ticket value)	<input type="text" value="20.55"/>
* Departure Date (mm/dd/yyyy):	<input type="text" value="12/13/2008"/>
Issue Date (mm/dd/yyyy):	<input type="text"/>
* Ticket Date (mm/dd/yyyy):	<input type="text" value="12/11/2008"/>
CBA Label:	<input type="text"/>
CBA Account:	<input type="text"/> CBA Accounts

Overall Starting Point

Leave From:	Monclova, OH	Edit
Leave:	10-Dec-08	

Location 1: FT. GILLEM, GA

Leave From:	Monclova, OH	Edit
TDY/TAD Loc:	FT. GILLEM, GA	
Arrive:	10-Dec-08	
Leave:	13-Dec-08	

Carrier/ Flight:	Delta Air Lines Inc. (DL) 4689	View
Conf/PNR:	DCDL*DH1XHU	
Depart:	1:50PM - 10-Dec-08 TOL-Toledo, OH (USA)	
Arrive:	3:40PM - 1 10-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Int'l)	

Other:	- Carrier Code Not Defined CBA SATO FEE	Edit
Type:	CP-C - Comm Air (Central Bill)	Remove
Depart:	13-Dec-08	

Overall Ending Point

Leave From:	FT. GILLEM, GA	Edit
Return Loc:	Monclova, OH	
Arrive:	13-Dec-08	



#3 TICKET REMOVED

Logged In As: Jameel L Daniels Document Name: TYFTGILLEMGA121007_V01-03 Screen ID: 1019.1 [Close Window](#)
Traveler Name: TONI M YAFANARO Document Type: Voucher [Help for this screen](#)



Defense Travel System
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

CBA Accounts

Below is a list of CBA accounts for your organization. Please select one of them for your trip document to use.

Master CBA Accounts for organization DA240ARC088416983BN

Select	Account Label	CBA Account	Expiration Date
> select	DA416THCBA	46142700000 24	31-Jan-09

[Cancel](#)



#3 TICKET REMOVED

* Type:	Comm Air (Central Bill) ▼
* Description:	Air Fare (GOVCC-C)
* Ticket No:	0017097446259
* Ticket Value:	107.30
Cost: (If different from ticket value)	107.30
* Departure Date (mm/dd/yyyy):	12/11/2008
Issue Date (mm/dd/yyyy):	12/11/2008
* Ticket Date (mm/dd/yyyy):	12/11/2008
CBA Label:	DA416THCBA
CBA Account:	[46142700000 24] > CBA Accounts
If necessary, add comments to the travel agent: <div><div></div><div></div></div>	
> view expense details	
<div>Save</div>	

Conf/PNR:	DCAA*IGJGKL	
Depart:	4:40PM - 11-Dec-08 MKE-Milwaukee, WI (USA)	
Arrive:	6:00PM - 11-Dec-08 STL-St. Louis, MO (USA) (Lambert Int'l.	
Carrier/ Flight:	American Airlines (AA) 5525	View
Conf/PNR:	DCAA*IGJGKL	
Depart:	7:10PM - 11-Dec-08 STL-St. Louis, MO (USA) (Lambert Int'l.	
Arrive:	10:00PM - 11-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Int'l.	
Carrier/ Flight:	Airtran Airlines (FL) 935	
Depart:	9:15AM - 15-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Int'l.	
Arrive:	10:12AM - 15-Dec-08 MKE-Milwaukee, WI (USA)	
Other:	- Carrier Code Not Defined CBA SATO FEE	Edit
Type:	CP-C - Comm Air (Central Bill)	Remove
Depart:	11-Dec-08	
Other:	- Carrier Code Not Defined CBA Sato Fee	Edit
Type:	CP-C - Comm Air (Central Bill)	Remove
Depart:	11-Dec-08	



#4 MISSING TICKET NUMBER

[CBA Search](#) [Invoices: Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) [Transactions: Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

Open Transaction Detail

Invoice #: I0240652082

Record 51 of 139

CBA Transaction Account #: 46142700000
24

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Next >

Invoice Period Start: 01/02/20
Invoice Period End: 01/02/2009
Prompt Pay Start: 01/04/20
Original Invoice #: 001703100008

Days since PPA Start: 40
Voucher #:
AOP Date:
Approving Official:

CBA Transaction Account #: 46142700000
24
Reference #: 74717057347583471060075
Conversion Rate: 1.0

LOA:

Traveler Name: RAATZ/JOHN

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		3320034683352	\$96.90	
DTS >	0RRO	See Attached Ticket 1	\$96.90	\$0.00
	Reconcile by TANUM	Reconcile by Ticket	Initiate Amendment	

Transaction Status: Unmatched

Remarks:

Save

Transaction Classification: Amendment Returned

Reason for Unmatch: Amendment Returned

Date Amendment Initiated: 02/11/20

Date Amendment Approved: 02/11/20

Amendment Approving Official: NA

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09

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Next >

[Return to Previous Screen](#)



#4 MISSING TICKET NUMBER

* Submit this document as:

T-ENTERED ▼

Routing List:

397TH EN BN ▼

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	JOHN A RAATZ	0

Document History

Status	Date	Time	Name	Remarks
CREATED	02/11/09	0955	CBA	
CBA AMENDMENT	02/11/09	0955	CBA	CBA Amendment for Ticket Adjustment CBA Credit
RETURNED	02/11/09	1620	ANGEL L LEON	cba line is blank



#4 MISSING TICKET NUMBER

Flight Selected to Edit

\$107.30 → Estimated Total Ticket Cost



American Airlines (AA)

Flight: 5287

Depart: MKE-Milwaukee, WI At 4:40 PM On 1 Tues 11-Dec-08

Arrive: STL-St. Louis, MO At 6:00 PM On 1 Tues 11-Dec-08

Class: SDG - S

Confirmation Number: DCAA*IGJGKL

Ticket Number: 0017097446259

Status: TICKETED

Seat Selection: 07B Seat

→ [OSI-Other Supplementary Information](#)

Ticket 11-Dec-08

Date: 11-Dec-08

Total Tax: \$25.44 PassFacChg: \$0.00 Fees: \$0.00

Issue Date: 11-Dec-08

Flight Details Entered:

Frequent Flyer:

Type:

Method of Reimbursement: Central Bill

CBA Label:

CBA Account:

Comments to the Travel Agent:

→

[Change Ticket Data](#)

Location 1: FT. GILLEM,GA

Leave From: RES: BROWN DEER, WI [Edit](#)

TDY/TAD Loc: FT. GILLEM,GA

Arrive: 11-Dec-08

Leave: 15-Dec-08

Carrier / Flight: American Airlines (AA) 5287 [View](#)

Conf / PNR: DCAA*IGJGKL

Depart: 4:40PM - 11-Dec-08
MKE-Milwaukee, WI (USA)

Arrive: 6:00PM - 11-Dec-08
STL-St. Louis, MO (USA)
(Lambert Int'l)

Carrier / Flight: American Airlines (AA) 5525 [View](#)

Conf / PNR: DCAA*IGJGKL

Depart: 7:10PM - 11-Dec-08
STL-St. Louis, MO (USA)
(Lambert Int'l)

Arrive: 10:00PM - 11-Dec-08
ATL-Atlanta, GA (USA)
(Hartsfield Int'l)

Carrier / Flight: Airtran Airlines (FL) 935

Depart: 9:15AM - 15-Dec-08
ATL-Atlanta, GA (USA)
(Hartsfield Int'l)

Arrive: 10:12AM - 15-Dec-08
MKE-Milwaukee, WI (USA)

Other: - Carrier Code Not
Defined CBA SATO FEE [Edit](#)



#4 MISSING TICKET NUMBER

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A **Red Star** (*) indicates a field is required.

* Type:

* Description:

* Ticket No:

* Ticket Value:

Cost:
(If different from
ticket value)

* Departure Date
(mm/dd/yyyy):

Issue Date
(mm/dd/yyyy):

* Ticket Date
(mm/dd/yyyy):

CBA Label:

CBA Account: : [CBA Accounts](#)

Leave From: RES: BROWN DEER, WI [Edit](#)
Leave: 11-Dec-07

Location 1: FT. GILLEM,GA

Leave From: RES: BROWN DEER, WI [Edit](#)
TDY/TAD Loc: FT. GILLEM,GA
Arrive: 11-Dec-08
Leave: 15-Dec-08

Carrier/
Flight: American Airlines (AA) 5287 [View](#)
Conf/PNR: DCAA*IGJGKL
Depart: 4:40PM - 11-Dec-08
MKE-Milwaukee, WI (USA)
Arrive: 6:00PM - 11-Dec-08
STL-St. Louis, MO (USA)
(Lambert Int'l.)

Carrier/
Flight: American Airlines (AA) 5525 [View](#)
Conf/PNR: DCAA*IGJGKL
Depart: 7:10PM - 11-Dec-08
STL-St. Louis, MO (USA)
(Lambert Int'l.)
Arrive: 10:00PM - 11-Dec-08
ATL-Atlanta, GA (USA)
(Hartsfield Int'l.)

Carrier/
Flight: Airtran Airlines (FL) 935
Depart: 9:15AM - 15-Dec-08
ATL-Atlanta, GA (USA)
(Hartsfield Int'l.)



#5 NO TICKET COST IN DTS

Open Transaction Detail

Invoice #: I024065207242

Record 3 of 153

CBA Transaction Account #: 46142700000
24

< Previous

Next >

Invoice Period Start: 08/30/20

Days since PPA Start: 160

CBA Transaction Account #: 46142700000
24

Invoice Period End: 08/30/20

Voucher #:

Reference #: 74717057235582353973764

Prompt Pay Start: 09/04/20

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 00 08

Approving Official: GEORGE FUENTES

LOA: 028

Traveler Name: HOFFMAN/CHRIS S

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0067067329648	\$98.80	
DTS >	0R7S	0067067329648a	\$0.00	\$98.80
	Reconcile by TANUM	Reconcile by Ticket	Initiate Amendment	

Transaction Status: Unmatched

Remarks:

Save

Transaction Classification: Unmatched Refund

Reason for Unmatch: Manual Unmatch

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA



#5 NO TICKET COST IN DTS

[CBA Search](#) [Invoices: Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) [Transactions: Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

Ticket List

TANUM: 0R7S

CCV Ticket Amount: \$98.80

Please select a ticket to proceed with reconciliation

Ticket #	Traveler Name	SSN	Trip #	Travel Date	Amount
0067067329648	HOFFMAN, CHRIS	XXX-XX-	1	08/19/2008	\$1,163.80
0067067329648a	HOFFMAN, CHRIS	XXX-XX-	1	08/19/2008	\$0.00
0167069045992	HOFFMAN, CHRIS	XXX-XX-	1	08/19/2008	\$242.80
4062008085983	HOFFMAN, CHRIS	XXX-XX-	1	08/19/2008	\$20.50
4062008100864	HOFFMAN, CHRIS	XXX-XX-	1	08/19/2008	\$20.50
HSUMJR-CP	HOFFMAN, CHRIS	XXX-XX-	1	08/19/2008	\$242.80

Cancel

* Non-CBA Ticket



#5 NO TICKET COST IN DTS

Information

- Reconciliation process is completed, please check the transaction status below

Suspended Transaction Detail

Invoice #: I024065207242

Record 2 of 138

CBA Transaction Account #: 46142700000
24

< Previous

Next >

Invoice Period Start: 08/30/20

Days since PPA Start: 162

CBA Transaction Account #: 46142700000
24

Invoice Period End: 08/30/20

Voucher #:

Reference #: 74717057235582353973764

Prompt Pay Start: 09/04/20

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 001 08

Approving Official: GEORGE FUENTES

LOA: 028

Traveler Name: HOFFMAN/CHRIS S

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0067067329648	\$98.80	
DTS >	0R7S	0067067329648		

Transaction Status: **Suspended** ▼

Remarks:

Save

Transaction Classification: Pending Refund

Reason for Pending:

Reason Unable to Amend: Suspended Transaction

Date Amendment Initiated: NA

Date Amendment Approved: NA


Amendment Approving Official: NA

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#6 SUSPENDED TRANSACTION

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Centrally Billed Account

[CBA Search](#) Invoices: Transactions: [Compliance Report](#)

Open Transaction Detail

Invoice #: 00568940924 Record 6 of 61 CBA Transaction Account #: 4614270000024

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Transaction Date: 01/15/2009

Voucher #: 145572

Reference #: 74717059026580235416811

Prompt Pay Start: 01/28/2009

Days since PPA Start: 175

Source Amt: 1669.1

Original Invoice #: 0001131400002

Approving Official:

AOP Date:

LOA: 009076^21^2009^2020^0000^0^8A^2084^0000^2^13519700000^F1202^VIRQ^21T1^48G683^8348G6^009076^

Traveler Name: PRIOLEAU/EARLIN Traveler SSN: XXX-XX-7860

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0067396852861	\$1,669.10	
DTS >	OUCWSF	PYUIMU-CP		

Transaction Status:

Remarks: [Save](#)

Transaction Classification: Pending Refund

Reason for Pending:

Reason Unable to Amend: Suspended Transaction

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA

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#7 TICKET REMOVED FROM DOC

Open Transaction Detail

Invoice #: I022680007261

Record 10 of 153

CBA Transaction Account #: 46142700000
24

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Invoice Period Start: 09/18/20

Days since PPA Start: 143

CBA Transaction Account #: 46142700000
24

Invoice Period End: 09/18/20

Voucher #:

Reference #: 24717057229582292678683

Prompt Pay Start: 09/20/20

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 00 08

Approving Official: SHERIE CHUBIN

LOA: 012

Traveler Name: SCOTT/JALEA N

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0017069043313	\$586.80	
DTS >	0R5G	CVVHXS-CP	\$586.80	\$0.00
	Reconcile by TANUM	Reconcile by Ticket		

Transaction Status: Unmatched

Remarks: traveler filed a voucher that did not include the airline ticket...need to amend voucher to have ticket added into the voucher.

Save

Transaction Classification: Unmatched Debit

Reason for Unmatch: The ticket has been removed from the document

Reason Unable to Amend:

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA

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#7 TICKET REMOVED FROM DOC

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:	Comm Air (Central Bill) ▼
* Description:	Comm Air (Central Bill)
* Ticket No:	0017069043313
* Ticket Value:	586.80
Cost: (If different from ticket value)	586.80
* Departure Date (mm/dd/yyyy):	08/20/2008
Issue Date (mm/dd/yyyy):	
* Ticket Date (mm/dd/yyyy):	08/20/2008
CBA Label:	DD01DISATRAVI
CBA Account:	461427000002 4 > CBA Accounts

Overall Starting Point

Leave From:	RES: UPPER MARLBORO,MD	Edit
Leave:	20-Aug-08	

Location 1: SCOTT AFB,IL

Leave From:	RES: UPPER MARLBORO,MD	Edit
TDY/TAD Loc:	SCOTT AFB,IL	
Arrive:	20-Aug-08	
Leave:	20-Aug-08	


Overall Ending Point

Leave From:	SCOTT AFB,IL	Edit
Return Loc:	RES: UPPER MARLBORO, MD	
Arrive:	20-Aug-08	



#8 NO TICKET COST IN CCV INVOICE

Screen ID: 3200.1

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Centrally Billed Account

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Open Transaction Detail

Invoice #: ID0568940983 Record 1 of 28 CBA Transaction Account # 461427000002

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Transaction Date: 12/11/2008 Voucher #: Reference #: 74717058353534220004
Prompt Pay Start: 12/27/2008 Days since PPA Start: 233 Source Amt: 418.0
Original Invoice #: 0001131400001 Approving Official: JACQUELINE GILMORE AOP Date:

LOA: 009177^21^2009^2020^AA76^2003^AA12101800000^F9871^AA21T1^FKNE7F^7FFKNE^AA009177^AAAAAA

Traveler Name: BUNNELL/ANTHONY Traveler SSN: XXX-XX-1492

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0017392250095	\$0.00	
DTS >	<input type="text" value="0U0FZP"/>	<input type="text" value="0017392250095"/>	\$418.00	\$(418.00)
<div><input type="button" value="Reconcile by TANUM"/> <input type="button" value="Reconcile by Ticket"/> <input type="button" value="Initiate Amendment"/> <input type="button" value="Group Detail"/></div>				

Transaction Status:

Remarks:

Transaction Classification: Unmatched Refund

Reason for Unmatch: Transaction amount does not match voucher amount

Doc Type/Status: VCH - REVIEWED

Date Amendment Initiated: NA Date Amendment Approved: NA Amendment Approving Official: NA

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#8 NO TICKET COST IN CCV INVOICE

Screen ID: 3210.1

[Help for this screen](#)

Consolidated Transaction

CBA Transaction
Account #: 4614270000056894

TANUM: 0U0FZP

Ticket #: 0017392250095

Net Amount: \$0.00

The consolidated transaction is comprised of the following detail transactions:

Invoice #	Reference #	Type	CCV Ticket #	Status	Classification	Trans Amount	Trans Date
100568940983	74717058353583534220004	Cr	0017392250095	Unmatched	Unmatched Refund	\$418.00	12/11/2008
1005689408360	24717058344583442152759	Dr	0017392250095	Matched	Paid Debit	\$418.00	12/08/2008


Close Window

Print This Page



#8 NO TICKET COST IN CCV INVOICE

Screen ID: 3200.1

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Centrally Billed Account

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Open Transaction Detail

Invoice #: 10568940983 Record 1 of 28 CBA Transaction Account # 461427000002

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Transaction Date: 12/11/2008 Voucher #: Reference #: 74717058353583534220004
Prompt Pay Start: 12/27/2008 Days since PPA Start: 233 Source Amt: 418.0
Original Invoice #: 0001131400001 Approving Official: JACQUELINE GILMORE AOP Date:

LOA: 009177^21^2009^2020^76^2003^12101800000^F9871^21T^1^FKNE7F^7FFKNE^009177^

Traveler Name: BUNNELL/ANTHONY Traveler SSN: XXX-XX-1492

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0017392250095	\$0.00	
DTS >	<input type="text" value="0U0FZP"/>	<input type="text" value="0017392250095"/>	\$418.00	\$(418.00)
	Reconcile by TANUM	Reconcile by Ticket	Initiate Amendment	Group Detail

Transaction Status:

Remarks:

[Save](#)

Transaction Classification: Unmatched Refund

Reason for Unmatch: Transaction amount does not match voucher amount

Doc Type/Status: VCH - REVIEWED

Date Amendment Initiated: NA Date Amendment Approved: NA Amendment Approving Official: NA


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#8 NO TICKET COST IN CCV INVOICE

Screen ID: 3240.1

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Centrally Billed Account

[CBA Search](#) Invoices: Transactions: [Compliance Report](#)

Initiate Amendment

CBA Invoice #: I00568940983 CBA Transaction Account 4614270000024

Reconciliation amendment for unmatched refund(s) will be based on a consolidated transaction. The consolidated transaction is comprised of the following detail transactions:

Invoice #	Reference #	Type	Status	CCV Ticket #:	Classification	Trans Amount	Trans Date
0001131400001	74717058353583534220004	Cr	Unmatched	0017392250095	Unmatched Refund	\$418.00	12/11/2008
0001131400001	24717058344583442152759	Dr	Matched	0017392250095	Paid Debit	\$418.00	12/08/2008
Consolidated Transaction Amount				\$0.00			

Note: Please enter a reason for initiating an amendment in the remarks text box below.

Traveler Name: BUNNELL/ANTHONY
Traveler SSN: XXX-XX-1492
TANUM: 0U0FZP
CBA Ticket #: 0017392250095
Consolidated Amount: \$0.00
DTS Ticket Amount: \$418.00
Difference: \$(418.00)

Remarks:

CBA Amendment for Refund
Amending travel document to
account for unused airline ticket
and its refund to CBA invoice.

[Issue Amendment](#) [Cancel](#)



#9 DUPLICATE TRANSACTION

Open Transaction Detail

Invoice #: I0244399082

Record 67 of 153

CBA Transaction Account #: 46142700000
24

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Invoice Period Start: 01/02/2009

Days since PPA Start: 38

CBA Transaction Account #: 46142700000
24

Invoice Period End: 01/02/2009

Voucher #:

Reference #: 24792627346246900153333

Prompt Pay Start: 01/04/2009

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 0017099000003

Approving Official: JAY B BITNER

LOA: 001

Traveler Name: LENTZ/LAWRENCE.J

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0167182701561	\$1,565.60	
DTS >	0RUN	0167182701561	\$1,565.60	\$0.00
	Reconcile by TANUM	Reconcile by Ticket		Group Detail

Transaction Status: Unmatched ▼

Remarks:

Save

Transaction Classification: Duplicate Transaction

Reason for Duplicate: A Duplicate Transaction has been previously reconciled as matched

Reason Unable to Amend: CCV Ticket Number Same As DTS Ticket Number And CCV Ticket Amount Same As DTS Ticket Amount

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA



#9 DUPLICATE TRANSACTION

https://dtsproweb.defensetravel.osd.mil/cba/to/displayConsolidatedTransactionFromDetail.do

Screen ID: 3210.1
[Help for this screen](#)

Consolidated Transaction

CBA Transaction Account #: 448616000024 TANUM: 0RUN Ticket #: 0167182701561 Net Amount: \$0.00

The consolidated transaction is comprised of the following detail transactions:

Invoice #	Reference #	Type	CCV Ticket #	Status	Classification	Trans Amount	Trans Date
10244399082	24792627346246900153333	Dr	0167182701561	Duplicate	Duplicate Transaction	\$1,565.60	12/11/2008
10244399082	74792627354246700318395	Cr	0167182701561	Matched	Matched Refund	\$1,565.60	12/12/2008

[Close Window](#) [Print This Page](#)

Internet 100%

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0167182701561	\$1,565.60	
DTS >	0RUN	0167182701561	\$1,565.60	\$0.00
	Reconcile by TANUM	Reconcile by Ticket		Group Detail

Transaction Status: Unmatched

Remarks:

[Save](#)



#9 Duplicate Transaction (cont'd)

[CBA Search](#) [Invoices: Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) [Transactions: Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

Search Report Criteria

Report Type: Transaction Summary ▼

Transaction Status: All ▼

Note: An asterisk (*) indicates a field is required

Traveler First Name: (15)

Traveler Last Name: (20)

Traveler SSN: (9 digital number)

* CBA Transaction Account #:

46142700000
46142700000
46142700000
46142700000
46142700000
24

Invoice #: (13)

TANUM: 0RUN (16)

Ticket #: (up to 30)

* Invoice Date Range: From: 11/11/2007 To: 02/11/2009 (MM/DD/YYYY)

Get Report



#9 DUPLICATE TRANSACTION

1 - 4 of 4

CBA Invoice #:	0017099000003	CBA Transaction Account #:	46142700000 24	Transaction Classification:	Matched Fee
Original Invoice #:	0017099000003	Traveler Name:	LENTZ/LAWRENCE.	Traveler SSN:	XXX-XX-
Ticket #:	0167182701557	TANUM:	0RUN	Ticket Amt:	\$13.58
Approving Official:	JAY B BITNER	Prompt Pay Start:	01/04/2009	Voucher #:	229930
Days since PPA Start:	30	AOP Date:		Transaction Status:	Matched

CBA Invoice #:	I0244399082	CBA Transaction Account #:	46142700000 24	Transaction Classification:	Duplicate Transaction
Original Invoice #:	0017099000003	Traveler Name:	LENTZ/LAWRENCE.J	Traveler SSN:	XXX-XX-
Ticket #:	0167182701561	TANUM:	0RUN	Ticket Amt:	\$1,565.60
Approving Official:	JAY B BITNER	Prompt Pay Start:	01/04/2009	Voucher #:	
Days since PPA Start:	40	AOP Date:		Transaction Status:	Duplicate
					Group Detail

CBA Invoice #:	I0244399082	CBA Transaction Account #:	46142700000 24	Transaction Classification:	Matched Refund
Original Invoice #:	0017099000003	Traveler Name:		Traveler SSN:	XXX-XX-
Ticket #:	0167182701561	TANUM:	0RUN	Ticket Amt:	\$1,565.60
Approving Official:	JAY B BITNER	Prompt Pay Start:	01/04/2009	Voucher #:	
Days since PPA Start:	40	AOP Date:		Transaction Status:	Matched
					Group Detail



#9 DUPLICATE TRANSACTION

Open Transaction Detail

Invoice #: I0244399082

Record 3 of 4

CBA Transaction Account #: 461427000002
4

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Invoice Period Start: 01/02/2009

Days since PPA Start: 38

CBA Transaction Account #: 461427000002
4

Invoice Period End: 01/02/2009

Voucher #:

Reference #: 74792627354246700318395

Prompt Pay Start: 01/04/2009

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 0017099000003

Approving Official: JAY B BITNER

LOA: 001

Traveler Name:

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0167182701561	\$0.00	
DTS >	ORUN	0167182701561	\$1,565.60	\$(1,565.60)
				Group Detail

Transaction Status: **Matched**
 Matched
 Unmatched

Remarks:

Save

Transaction Classification: Matched Refund

Reason for Unmatch:

Reason Unable to Amend: Matched Transaction



#9 DUPLICATE TRANSACTION

Open Transaction Detail

Invoice #: I0244399082

Record 2 of 2

CBA Transaction Account #: 46142700000
24

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Invoice Period Start: 01/02/2009

Days since PPA Start: 38

CBA Transaction Account #: 46142700000
24

Invoice Period End: 01/02/2009

Voucher #:

Reference #: 74792627354246700318395

Prompt Pay Start: 01/04/2009

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 0017099000003

Approving Official: JAY B BITNER

LOA: 001

Traveler Name:

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0167182701561	\$0.00	
DTS >	0RUN	0167182701561	\$1,565.60	\$(1,565.60)
	Reconcile by TANUM	Reconcile by Ticket	Initiate Amendment	Group Detail

Transaction Status: Unmatched

Remarks:

Save

Transaction Classification: Unmatched Refund

Reason for Unmatch: Manual Unmatch

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA

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#10 TWO TICKET NUMBERS IN DTS

[CBA Search](#) [Invoices: Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) [Transactions: Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

Open Transaction Detail

Invoice #: [0016847000015](#) Record 59 of 138 CBA Transaction Account #: 46142700000 24
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Invoice Period Start: 12/20/2008 Days since PPA Start: 22 CBA Transaction Account #: 46142700000
Invoice Period End: 01/19/2009 Voucher #: Reference #: 24717058011580113262570
Prompt Pay Start: 01/22/2009 AOP Date: Conversion Rate: 1.0
Original Invoice #: 0016847000015 Approving Official: DAVID C GRAVES

LOA: 033

Traveler Name: PRESTON/EYVETTE.B Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0017182486034	\$406.50	
DTS >	<input type="text" value="0RYU"/>	<input type="text" value="0167182486052 & 00171"/>	\$406.50	\$0.00
	<input type="button" value="Reconcile by TANUM"/>	<input type="button" value="Reconcile by Ticket"/>	<input type="button" value="Initiate Amendment"/>	

Transaction Status:

Remarks:

Transaction Classification: Duplicate Transaction

Reason for Duplicate: A Duplicate Transaction has been previously reconciled as matched

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA

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#10 TWO TICKET NUMBERS IN DTS

Screen ID: 3220.1



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[CBA Home](#) | [Help for this screen](#) | [Logout](#)**Centrally Billed Account**

[CBA Search](#) [Invoices: Open](#) [Certifiable](#) [Acknowledgeable](#) [Unmatched](#) [Transactions: Disputed](#) [Suspended](#) [Held](#) [Compliance Report](#)

Ticket List

TANUM: 0RYU

CCV Ticket Amount:

\$406.50

Please select a ticket to proceed with reconciliation

Ticket #	Traveler Name	SSN	Trip #	Travel Date	Amount
0167182486052 & 0017182486034	PRESTON, EYVETTE	XXX-XX-	1	01/14/2009	\$406.50
2ZFW8I-CP	PRESTON, EYVETTE	XXX-XX-	1	01/14/2009	\$406.50

* Non-CBA Ticket



#11 ACCOUNTING INFO UNAVAILABLE

Open Transaction Detail

Invoice #: I022680007261

Record 1 of 1

CBA Transaction Account #: 46142700000
24

Invoice Period Start: 09/18/2008

Days since PPA Start: 146

CBA Transaction
Account #: 46142700000
24

Invoice Period End: 09/18/2008

Voucher #:

Reference #: 24717057256582567761111

Prompt Pay Start: 09/20/2008

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 0016329000018

Approving Official: KENNETH L LOVE

LOA:

Traveler Name: NEWSOME/TRAVIS.M

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0167177287045	\$13.58	
DTS >	0R8M	8908101250480	\$13.58	\$0.00
	Reconcile by TANUM	Reconcile by Ticket	Initiate Amendment	

Transaction Status: Unmatched ▼

Remarks:

Save

Transaction Classification: Unmatched Debit

Reason for Unmatch: Accounting information not available

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA



#11 ACCOUNTING INFO UNAVAILABLE

CTO FEE (GOVCC-
C):
[Edit](#)

Type:	CF-C - CTO Fee (Central Bill)
Fare:	\$13.58
Depart:	18-Sep-08
Method of Reimbursement:	Central Bill
Ticket:	8908101250480

Comm Air (Central
Bill):
[Edit](#)

Type:	CP-C - Comm Air (Central Bill)
Fare:	\$300.79
Depart:	18-Sep-08
Method of Reimbursement:	Central Bill
Ticket:	0167177287045



#11 ACCOUNTING INFO UNAVAILABLE

Open Transaction Detail

Invoice #: I022680007261

Record 9 of 153

CBA Transaction Account #: 46142700000
24

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Next >

Invoice Period Start: 09/18/2008

Days since PPA Start: 143

CBA Transaction Account #: 46142700000
24

Invoice Period End: 09/18/2008

Voucher #:

Reference #: 24717057256582567761111

Prompt Pay Start: 09/20/2008

AOP Date:

Conversion Rate: 1.0

Original Invoice #: 0016329000018

Approving Official: KENNETH L LOVE

LOA:

Traveler Name: NEWSOME/TRAVIS.M

Traveler SSN: XXX-XX-

CCV / DTS	TANUM	Ticket #	Ticket Cost	Ticket Difference
CCV >		0167177287045	\$13.58	
DTS >	0R8M	8908101250480	\$13.58	\$0.00
	Reconcile by TANUM	Reconcile by Ticket	Initiate Amendment	

Transaction Status: Unmatched

Remarks: Need to have traveler sign travel voucher. Also need to open a helpdesk ticket to address the "Accounting information not available" message

Save

Transaction Classification: Unmatched Debit

Reason for Unmatch: Accounting information not available

Date Amendment Initiated: NA

Date Amendment Approved: NA

Amendment Approving Official: NA

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HELPFUL RESOURCES

DTMO Website + TraX (Travel Explorer)

- o DTMO Website: DTS Training Center>TO/CBA screen
- o TraX: Knowledge Center
 - CBA System Overview Presentation
 - DTS CBA Reconciliation User Manual

Local Service or Agency Help Desk

TAC (Travel Assistance Center)

Submit: Help Desk Ticket via TraX

Call: 1-888-Help1Go (1-888-435-7146)



SUMMARY

- Read-Only Access (ROA) module
- CBA Reconciliation module
 - DTS matching criteria
 - Review
 - Basic screens
 - CBA search tool
 - CBA reports
 - CBA reconciliation scenarios
- Travel Assistance Center (TAC)



CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website &



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